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WARREN COUNTY DEPARTMENT OF CIVIL SERVICE

Announces

OPEN COMPETITIVE EXAMINATION

For

ACCOUNT/AUDIT CLERK

APPLICATIONS ACCEPTED TO: October 14, 2015

EXAM NO. 339

EXAMINATION WILL BE HELD: November 14, 2015

LOCATION/VACANCIES: This examination is being held to establish an eligible list to be used as vacancies occur in all agencies under the jurisdiction of Warren County Civil Service.

SALARY: Varies with location.

RESIDENCE: Candidates must have been legal residents of Warren County (or a contiguous county for appointments in some agencies) for at least four months immediately preceding the date of the exam. Preference in appointment may be given to those candidates who reside in the district where the vacancy occurs.

DUTIES:(illustrative only)

Account Clerk: Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media;
Records remittances after computing interest and penalties;
Assists in maintaining labor, material and operational cost records;
Assists in verifying and reconciling account balances;
Reviews account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Compiles data for and assists in the preparation of simple financial and statistical reports;
Issues receipts for monies received;
Files requisitions, vouchers, ledger cards, and other material;
Compiles payroll data, prepares and checks payroll;
Operates computing, calculating, validating, check writing, and other office machines.

Audit Clerk: Sorts, indexes and files bills, requisitions, ledger cards and other material to be audited;

Audits claims and bills for payments of services rendered to welfare recipients;
Determines allowable expenditure limits and computes total or prorated payments to vendors;
Posts record of payments to appropriate accounts;
Perform related clerical tasks;
Makes arithmetical computations and compiles simple statistical reports using appropriate computer software programs;
Operates and maintains computer, printer, fax machines, copier and calculate or and other office machines;
May contact departments, vendors or others for additional information.

MINIMUM QUALIFICATIONS: (see general instructions and information)

- (a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by bookkeeping courses; or
- (b) Two years of experience in a clerical position involving the maintenance of financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SUBJECT OF EXAMINATION:

1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

2. ARITHMETIC COMPUTATION WITHOUT CALCULATORS: These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percent's. ***You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.***

3. ARITHMETIC REASONING: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it and then apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication and division is necessary. Questions may also involve the use of percent's, decimals and fractions.

NOTE: Calculators or any other type of calculating device are **PROHIBITED**.

NOTE: A guide to the written test for the "Entry-Level Account/Audit Clerical Series" is available online at www.cs.ny.gov/testing/localtestguides.cfm or upon request from the Warren County Department of Civil Service.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: www.warrencountyny.gov/civilservice. We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: New York State Civil Service Law requires our Office to collect an examination fee. To be considered for this examination, you must enclose with your completed application the appropriate fee. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

WAIVER OF FEE: If you are eligible for Public Assistance and can verify the type of assistance you receive, the application fee may be waived. If you are unemployed and primarily responsible for the support of a household, you may also request a waiver.

Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

NOTE: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit an application for veteran's credits and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veteran's credits may be obtained at the Warren County Department of Civil Service.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one year and a maximum of four years. Background checks may be required for appointment.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

NOTE: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date if you have questions please contact Warren County Civil Service at (518) 761-6440.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

ISSUED: September 14, 2015

Patricia C. Nenninger, Personnel Officer
Municipal Center
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

View all examination announcements on line at: www.warrencountyny.gov/civilservice